

Time and Labor: TL Vacation Leave Overage - KBEN354

DESCRIPTION:

The report lists employees whose vacation leave balance is over the maximum allowed per Kansas Administrative Regulation 1-9-4 (Vacation Leave). It is used to assist agencies to determine which employee's will need to have up to 40 hours of the vacation overage transferred to sick leave by adding the SLA earnings code to the employee's last timesheet of the fiscal year.

PARAMETERS TO SET:

- Department Group ID (Options for DOC, JJA, and SRS)
- Department
- Page Break Level (3, 5, or 10)
- Flat File Option (Results in a fixed width file that can be imported into a spreadsheet or database)

FIELDS:

- Department ID
- Department Name
- Employee ID
- Employee Record Number
- Employee Name
- Classified/Unclassified
- Employee Status
- Service Date
- Accrual Date
- Vacation Balance
- Vacation Maximum
- Vacation Overage
- Number of Employees (with an overage)

SORT SEQUENCE:

- Department ID
- Employee ID

WHERE FOUND:

Time and Labor Homepage > Time and Labor Reports Tile > TL Vacation Leave Overage Navigation Collection Item